

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: FMS Processing 8.0	EFFECTIVE DATE: 8/22/88
TITLE: Use of Repair and Maintenance Funds	REVISION DATE: 10/31/92
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BACKGROUND

As utilized by the Department of Health and Social Services, Repair and Maintenance (R & M) funds are to cover both day-to-day upkeep of the institutions' physical plants, as well as expenditures on significant non-routine items in these areas.

"Routine R & M" expenditures include predictable items and activities typically handled by institution staff such as minor roof repairs, painting and general maintenance of building mechanical systems and equipment, including belt and filter replacement, parts replacement, etc.

In addition, the non-routine or "Special R & M" expenditures include items which fall outside the day-to-day maintenance needs of the institution and may not always be predictable from a planning standpoint.

POLICY

All Special R & M projects must be approved by the program divisions prior to final review and approval by the Division of Management Services' Engineering Section. These projects should normally not exceed \$30,000. Projects over \$30,000 should typically be funded from All Agency funds, Minor Project funds, or division operating budget funds as appropriate and available.

Expenditures not allowed from R & M funds include purchase of capital equipment unrelated to building systems and vehicle repair and maintenance.

PROCEDURES

The following categories of work qualify for Special R & M expenditures.

1. Repair of defective equipment, systems, or building structures to enable continued use for the purpose intended.
2. The replacement of defective portions of systems which are not repairable or uneconomical to repair. Examples include replacement of:

- Worn out pumps in heating systems, cooling systems, and in food service equipment;
 - Worn out compressors serving walk-in coolers/freezers or small air conditioning systems;
 - Building components such as doors, windows and "permanent" finishes such as ceramic tile and resilient flooring;
 - Plumbing fixtures;
 - Food service equipment;
 - Asbestos abatement as part of an R & M project when necessary.
3. Testing of existing systems and equipment to determine the need for, and scope of repairs. Example: Eddy current testing of chiller tubes.
 4. Acquisition of preventative maintenance systems, including computer software.
 5. Specialized consultation and instruction to enable maintenance personnel to maintain sophisticated mechanical and electrical/electronics systems.
 6. Another category of projects are those which are generally done to make necessary building improvements to meet critical needs. This category of projects should be of a lower priority than those previously listed. However, building deficiencies identified by various regulatory agencies which seriously affect accreditation, licensing requirements, certification, etc. will receive priority.

REFERENCE

Wisconsin Statutes 20.435 (2)(aa)

FIXED ASSETS 2.0 (State Building Trust Fund/Repair and Maintenance)

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